

DEPARTMENT HEAD MONTHLY REPORTS TO THE TOWN MANAGER

JUNE, 2007

ASSESSOR: Submitted by David Utakis

June ended with a sigh of relief as the anxiety over budget concerns and potential lay-offs were set aside by positive town meeting action. The assessor office staff will have to absorb a major cut in its expense account with the cut of about \$2,350. That will mean no equipment replacement, cutting back on training and education for staff, fewer books and periodicals, fewer mailings and other office supply cuts.

A good part of June was spent with Barbara Harris and Jennifer Hyland updating our records in preparation for the preliminary FY2008 estimated tax bills. That file was created on time and was forwarded to Vadar Systems. Vadar created the billing file for the tax collector who had them mailed out by 6/30 in order for them to be payable to the town by 8/1.

June ended with this office still waiting for our new GIS maps updated as of 1/1/07 for use in FY2008. The hold-up was the creation of a new data transfer program which has not been ironed out by our GIS provider and the state CAMA system computer experts. Now we have to wait for an upgrade of our GIS system from the 9.1 version to the 9.2 version it was updated on. We are pushing for finalization of our mapping issues during July.

Our GIS web-site will be updated soon using the old transfer program which still works but will no longer be supported by the GIS provider in the future. The updated zoning section of the GIS map was received and large print versions of the maps were made available for display.

June continued to be a busy time for gathering data generated by building permits. This work will continue throughout the summer, but the busiest time is now through 7/18. Our new growth figures include new construction as of 6/30. Although new construction is down somewhat, there is still a lot of rehab work, additions, decks etc. Many buildings and developments that began last year remain incomplete this year. It will be a struggle to come up with the \$435,000 new growth figure estimated for FY2008 as our single family construction rate hasn't picked up.

Staff from RRC Corp. completed most of the FY2008 personal property accounts work during June. RRC gets personal property done quicker, faster and cheaper than we can do internally because of their specialized expertise and software. RRC is reviewing the collected forms of lists from area businesses that we obtained earlier in the year. These lists along with data gathered by RRC are used in maintaining personal property accounts. Old accounts were deleted from our system prior to preliminary bills being mailed. RRC expects about 50 new accounts.

I will continue to spend much of the warm weather months out in the field doing data collection, analyzing the market conditions, and doing quality control checks on existing real estate data. Even though our next state re-certification of values does not have to be completed until FY2010, we must continue to update data on 5,800 parcels so that we will have seen all of it prior to 7/1/09. We will continue to compile a photographic inventory of all real estate.

During the third week of June, I attended the annual Mass. Association of Assessing Officers (MAAO) seminar where I earned enough credits for the renewal of my Mass. Accredited Assessor (MAA) designation. Appropriate paperwork was submitted which will renew my designation for another three years. A minimum of 45 credits must be earned every three years to maintain the designation which is a job requirement here and in most communities.

Among the seminars I attended were those pertaining to the valuation of telephone and wireless utilities. This is an issue near and dear to us as we have several Appellate Tax Board cases pending as the result of our use of state Department of Revenue (DOR) values for those utilities. I also attended seminars on revaluation, valuing wireless technology, and general DOR recap information.

Although I see some signs of market improvement, we still have more properties available for sale than normal with 105 single family houses with an average price of \$433,500. Also listed are 58 condos with an average price of \$270,600 and 11 multifamily homes with an average price of \$362,600. Bankers & Tradesman reports our single family sales are slightly higher than at this time last year with a median selling price that is \$3,800 higher than last year.

BUILDING DEPARTMENT: Submitted by Nick Gazerro

- Liberty Estates has come to the end of construction with the completion of 78 condo units.
- I met with Chief Ostroskey about the elevator being shut down for repairs at the Crown & Eagle.
- Meetings about the Stanley Woolen Mill are ongoing.
- On 6/3, I responded to the scene of a fire at 142 Albee Rd.

The number of permits issued during the month and the fees collected are as follows:

Building Permits	35	Fee's Collected \$	30,935.07
Electric Permits	37	Fee's Collected \$	5,070.00
Plumbing Permits	21	Fee's Collected \$	3,300.00
Gas Permits	22	Fee's Collected \$	935.00
Total Collected	\$41,520.07		

Following are the Building Permits that were issued during the month:

2	Additions	1	Demo of SFH
6	Roofs	3	Above ground pool
1	Deck	12	Condo Units = 26,564 sf
1	In Ground Pool	1	Basement (finish)
3	Single Family Homes = 7,452 sf	1	Stove - Wood
1	Column's (4)	1	Sunroom with deck
1	2-car Garage	1	Playhouse

0 of these were commercial. There were 6 occupancy permits issued during the month.

CABLE ACCESS: Submitted by Barry Giles

End of School Year Programming: As the school year wrapped up in the beginning of June, we were busy covering the end of the school year events throughout the school district including the High School Graduation Ceremony, UHS and Whitin School Spring Concert, and the 8th Grade Great Debate.

New Playback Equipment: I have purchased new DVD players that will be placed in our playback systems for channels 11, 12 & 13. These new players will replace the S-VHS decks that we presently use. The need for the DVD players is that we are receiving more programming in the DVD format and to prepare for a new server based playback system which will be purchased soon.

Volunteer Training: Plans are being made to offer a training workshop for anyone interested in television production. Workshops will be offered at the end of August through the Adult Education Program.

Community Programming: The production staff has been busy covering various events in and around the Town of Uxbridge. Some the events covered in the month of June include the Firefighters Dedication Ceremony and the Senior Center Golf Tournament. We are also working on new episodes of *Watt's Cooking* and preparing for the 4th of July events in Uxbridge.

Along with these and other programming we receive from outside our community, the staff has continued to expand coverage of government and special meetings for the community.

Cable Schedules on the Town Website: The programming schedules for channels 11, 12 & 13 are now available on the Town website. If you need to contact the Program Coordinator or email messages to be posted on the bulletin board, please use the following email: cable.access@uxbridge-ma.gov.

We have also been working with the Website Committee to start uploading meeting coverage to the website. Equipment has been purchased and we hope to have this project completed by August.

Cable Casting Problems: I have been in constant contact with Charter Communications in regards to the replacement of equipment that was not working through out our system. We are still waiting for new modulators for channels 12 & 13. This equipment was installed back in April but we ran into some problems. Charter sent the equipment out for repair and I am waiting to hear back from them.

COUNCIL ON AGING: Submitted by Marsha Petrillo

REMINDER and a Very BIG THANK YOU: The Uxbridge Senior Center is an official cool down center during the extreme heat. With this in mind, we would like to extend our sincere and heartfelt thanks to the Good Shepherd Youth Group for sponsoring a carwash fundraiser with all proceeds earmarked for the purchase of new fans for our senior citizens. We are very grateful to the youth of our community and send special blessings to the members of the Good Shepherd Youth Group and their teachers for joining hands with us to help our seniors stay cool and comfortable this summer. If you are in need of a fan this summer, please call us at 508-278-8622.

We are grateful to the Uxbridge Elderly Connection, Inc., and the following local businessmen: Peter Petrillo, of Petrillo Builders, John Convent of Wells Fargo Reverse Mortgage, Russ Rosborough of Uxbridge Auto and Peter DiBattista of Angelo DiBattista Clothing for helping to make our 2nd Annual Golf Tournament a huge success again this year. The weather was picture perfect and everyone had a great time. We are deeply indebted to the following individuals and groups for all their support: Linda Roberts, thank you from the bottom of our hearts for soliciting several new tee sponsors and for gathering so many new business gift certificates for our raffle. My dear friend, Jeanne Daley, of the Uxbridge Police Department: thank you for all your help with our 50/50 raffle. We raised nearly \$400 because of Jeanne's extra effort at hole # 2! Thank you so much, Jeanne! I appreciate your friendship and support of our Senior Center. We are especially thankful for Una Rice, Treasurer of the Elderly Connection, for her excellent record keeping. We would be lost without you, Una. Thank you for managing our account to the penny and for always being there when we need you. I particularly want to take time to thank each and every member of the Elderly Connection for their collective effort in putting together a nice variety of raffle baskets this year. Great job ladies; everyone loved the baskets and they were very profitable for us this year! Many thanks to John Morawski for the autographed Jonathan Papelbon, baseball. What a terrific addition to our auction! As always, we are very thankful for Chief Bill Albin, the best videographer on the planet, (at least to us)! Thank you, Chief, for filming our tournament again this year. Look for our golf tournament on cable access in the next couple of weeks! Lastly, we know that there are more and more golf tournaments to choose from each spring. We are truly grateful to all the players for choosing to play for us! Your support of our Center and to our senior citizens makes a world of difference. Please know that the proceeds generated from our tournament this year amounted to \$5,944.57. This money will be deposited into our friends account, The Uxbridge Elderly Connection, Inc., a 501 (c) 3, non-profit organization and will be used to help benefit our seniors. Thanks again and we hope to see you again next year!

Outreach Report: Our Outreach Coordinator works 15 hours each week and is available on Tuesdays and Wednesdays from 9:00am – 3:00 pm and Thursdays from 8:00 am to 11:00 am.

Office Visits	22	Home Visits	2
Nursing Home Visits	1	Wakes & Funerals	2
SMOC Recerts & New	2	Telephone calls in &	123

Applications		out	
Medical Appointment	2	Wellness Checks	1
SHINE / Office Visits	3	SHINE Meeting	1

Monthly Stastical Data

The following statistics represent the number of individuals using our transportation services, meals on wheels, luncheon attendance and attendance at our various programs for the month of June, 2007:

Van Transportation	310	Medical Transportation	79
Tai Chi	19	Card Games/Pitch	155
Meals on Wheels Delivered	1,650	Weekend meals delivered	32
Congregate Meals Served	431	Total Meals Served	2113
Cash Turnovers	\$678.00	Phone calls in & out	800+
Guestbook	650+	Super WalMart	15
Cards sent to elders	28	Senior Prom 5/18 & Mother's Day	70
Pilates, Line Dancing, Cardio & Yoga	55	Hannaford	62
Lunch attendance	190+	CVS	21
Bank/Other	22	Father's Day Party	38
Computer Classes	8	Rob Hammerton & Senior Chorus 6/6	20
VNA Vital signs	8	Fallon & Evercare Insurance Appts.	4
Podiatry Clinic 6/25	5	Golf Tournament 6/15	100+

DPW: Submitted by Larry Bombara

Water:

- The Division has experienced numerous equipment failures during the month. The recent Town Meeting approval for the water tank replacement and the anticipated Fall ATM approval for the Rosenfeld well construction off Quaker Highway are truly needed.
- Deed work is being finalized to complete the purchase of the abutting land of the Blackstone wellfield from the Bouchard family.

Wastewater: Tremco roofing specialists have been contracted to complete an infrared survey of all roofs at the 28 year-old facility in order to assess leakage and develop a plan on roof replacements.

Highway:

- Murray Paving has completed road reconstruction of Glendale, Dross and portions of Hazel St. Lorusso Construction Co. is anticipated to complete Elm St. and Pleasant St. sidewalk and roadwork by mid August.
- Heavy damage was sustained on the Laurel St. stone culvert due to a fallen tree.
- Aggregate Industries will be completing the punch list items on Mendon St. in the immediate future.

Other:

- The MHD Project Review Committee has approved the Rt. 122 sidewalk and road reconstruction project to proceed with design.
- The family of the late Stephen T. Cahill has joined our Adopt a Highway campaign for a portion of Rt. 16/ Douglas Street for litter control in honor of his memory.

FINANCE DIRECTOR: Submitted by David Genereux

1. The Treasurer/Collector's Office is pleased to report two new additions to the office staff, and one promotion. Laura Robbins, formally Administrative Assistant B, has been promoted to Administrative Assistant C. She replaces Jeannie Pytel, who left the Town on 5/30. Ellen Mayo, who formally worked part time at the senior center, has been promoted to the Administrative Assistant B position vacated by Laura. Ellen assumed her new duties as of 7/2. Finally, we have hired Kelly Poulin as our new Administrative Assistant C (Payroll Coordinator). Kelly offers eight years of corporate payroll experience, and will be starting on 7/18. She replaces Joanne Czubryna, who opted to transfer to DPW upon the retirement of longtime employee Lois Tucker.
2. Treasurer's Cash Balance - February, March, April & May:

Cash Balance – February 2007 (Revised)	
Treasurers Cash Balance (January)	10,933,624.73
Add: February Receipts	1,766,853.71
Less: February Warrants	(3,018,018.15)
Cash Balance: February	9,682,460.29
Cash Balance – March 2007	
Treasurers Cash Balance (February)	9,682,460.29
Add: March Receipts	4,637,637.18
Less: March Warrants	(2,606,616.10)
Cash Balance: March	11,713,481.37
Cash Balance – April 2007	
Treasurers Cash Balance (March)	11,713,481.37
Add: April Receipts	5,398,603.88
Less: April Warrants	(3,801,693.35)
Cash Balance: April	13,310,391.90
Cash Balance – May 2007	
Treasurers Cash Balance (April)	13,310,391.90
Add: May Receipts	2,416,635.26
Less: May Warrants	(4,014,879.13)
Cash Balance: May	11,712,148.03

April Tax Collections

Motor Vehicle	205,505.58
Personal Property	56,055.84
Real Estate	3,163,121.18
Tax Title	7,484.26
Interest, Liens & Fees	33,592.06
Totals	3,465,758.92

May Tax Collections

Motor Vehicle	82,998.42
Personal Property	10,525.81
Real Estate	1,063,910.73
Tax Title	31,701.13
Interest, Liens & Fees	33,545.01
Totals	1,222,681.10

FIRE DEPARTMENT: Submitted by Peter Ostroskey

Incident Report: The Department responded to 145 emergency incidents including 7 fire/explosion incidents, 104 rescue/medical emergencies, 4 hazardous conditions, 3 service calls, 4 good intent calls, and 20 false alarms. We provided mutual aid to neighboring communities 14 times and received mutual aid on 11 occasions. Our personnel operated at significant incidents including:

- 6/2: A fatal motorcycle accident on North Main Street at the Town Line requiring Lifeflight to respond;
- 6/3: A structure fire involving fire in the rear wall at 142 Albee Road;
- 6/9: A head-on collision in front of 146 Mendon Street resulting in two serious injuries and requiring extrication;
- 6/16: A motor vehicle accident in front of 775 Quaker Highway with four patients and two seriously injured transported to the Trauma Center in Worcester;
- 6/18: A ruptured gas line at Hanaford Bros. Market requiring evacuation of all businesses in the building until gas was shut down by utility workers; an industrial accident on Sutton Street resulted in one person with a head injury transported by Lifeflight to the Trauma Center in Worcester;
- 6/20: A response to Upton for a fire in stored lumber requiring significant water provided through tanker shuttle operations;
- 6/24: A serious motor vehicle accident on Route 146 North near Chocolog Rd. with two critically injured patients transported to the Trauma Center in Worcester (one by Lifeflight) and two others to Milford Hospital
- 6/27: A roll-over motor vehicle accident on Route 146 South near Route 16 requiring Lifeflight to transport on patient to the Trauma Center in Worcester.

The ambulance service evaluated 114 patients, provided care and transported 89 to area hospitals. The transports were to Milford Regional Medical Center (76), U-Mass – University Campus (9), and Memorial Hospital (3). Advanced life support service from other agencies was involved on 56 occasions.

Fire Prevention: Permits and inspections completed over the past month include 26 smoke/carbon monoxide detector inspections completed, and permits issued for home heating oil storage (4), remove storage tank (2), modify sprinkler system (1) blasting (1) and storage of propane (1). Two facility inspections were completed and one “21E” assessment review completed.

Training: Personnel received training and participated in drills on master stream, drafting and pre-connected hose line deployment operations. One member participated in professional development provided through the Fire Chief’s Association of Massachusetts.

General: On 6/10, the department held the annual Memorial Sunday observance at the Firefighter’s Memorial at Mendon and Blackstone Streets. Past and present members, the local clergy and State and Local Officials participated. Engine #3 also participated in the Northern Rhode Island League parade and ceremony in West Glocester, RI, on the same day. The First Holiday Night Committee provided refreshments at Pout Pond after the Uxbridge observance.

Firefighter Roger Lavallee earned his certification as a Paramedic on June 13. Roger has been dedicating a great deal of his own time and money to achieve this goal and I congratulate him on his achievement. Roger is the third full-time member to be certified as a Paramedic, the highest level of EMT certification in the Commonwealth. Four other members of the department are currently pursuing certification to this level.

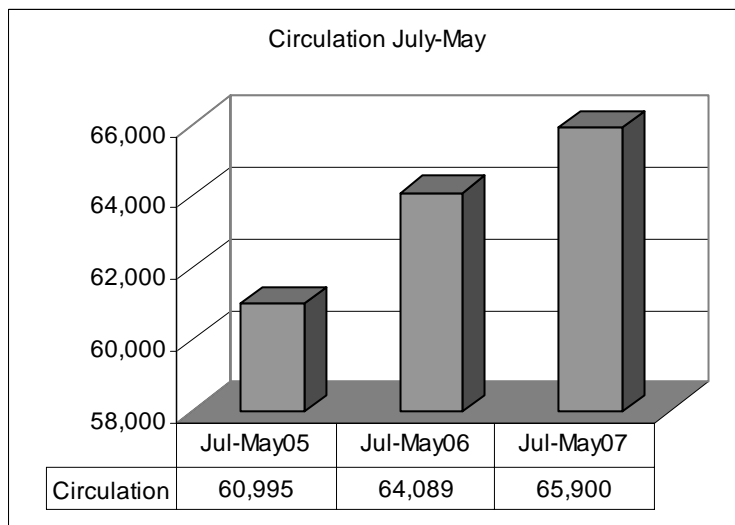
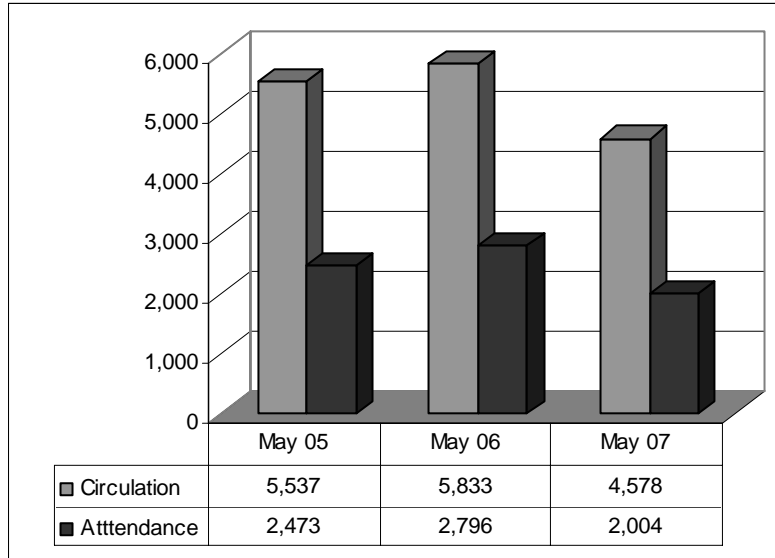
On 6/19, Firefighter Micheal Bosma graduated from the Massachusetts Firefighting Academy Call-Firefighter training he has been attending since January. Micheal is certified as a Firefighter I/II by the National Firefighting Academy as a result of his hard work in this course.

All personnel have been working to complete the annual hose testing along with the other daily work and inspections required of the department.

LIBRARY: Submitted by Susan Stanovich

1. Library Programs and Use

a. May circulation and attendance:



- b. A Grand Reopening was held in the Children's Library on 6/4. The Friends of the Library provided refreshments and the Board of Trustees provided a gift basket for a raffle.
- c. The Summer Reading Program *Catch the Beat at Your Library* began on 6/18 with a program funded by the Mass. Cultural Council; the annual Ice Cream Social followed, sponsored by the Friends of the Library.
- d. The Teen Advisory Board held a meeting on 6/14 in the YA Program room. They will meet throughout the summer.

2. Community Relations

- a. I proctored an exam on 6/15.

3. Fiscal Development

- a. From 5/15-6/18, \$476 was deposited in the Revolving Account. Year to date, \$8,361 has been deposited.
- b. At the 6/13 Annual Town Meeting, \$1,500 was transferred from the Library Expense Account to the Library Salary Account to cover a shortfall.

- c. Also enacted at the Annual Town Meeting was an increase in our Revolving Account to \$12,000, doubling our allotment from the current amount.
- d. On 5/16, Trustees' Treasurer Ellen Kroll issued a check in the amount of \$300 to be deposited in the Trustees' Expense Fund. Through 6/18, 70% (\$210.84) has been spent on postage.
- e. The following amounts remain in accounts on 6/18:

• Salary	\$8,799.00
• Expense	2,987.00
• Revolving	2.00
• Incentive Grant	10,751.00
• Public Library Fund	0.70
• Trustees' Expense Fund	89.16
- f. On 6/7, I attended the monthly School/Town Building Maintenance Committee meeting and reported on the Children's Room Project. See attached sheet.

4. Staff Development

- a. The monthly staff meeting was held on 6/6.
- b. Regional Consultant Maureen Ambrosino came to the library on 6/8 to tour the newly-renovated Children's Library and to give staff members a tutorial on new summer reading program registration software. Library users may now sign up for Summer Reading online. The new software will also streamline the keeping of Reading Program statistics.

5. Building and Grounds

- a. Drainage repairs are now complete, and should greatly alleviate the moisture problems in the downstairs hallway.
- b. Radon tests have been completed by Boston Environmental. Results are expected during this week.
- c. Desjardin Construction completed repairs to the roof over the reference room. Further repairs to the roof over the entry in the rear of the building are being planned.
- d. Safe Home Security came on 5/24 and repaired the fire alarm, and cleaned the smoke detectors in the Children's Room following the renovation.

POLICE DEPARTMENT: Submitted by Scott Freitas

During this time dispatch received, responded to and/or dispatched 1083 calls for service to the Police, Fire or EMS. That is only 6 fewer calls than June of last year and is the first decrease however slight in over a year. In the first 6 months of this year we have responded to 6,102 calls. This surpasses the 2006 totals to date by 9.8%. 11.6% of June's calls were Fire/EMS related, which usually also required a police response and 88.4% were strictly police related. 83 Motor vehicle citations were issued that included 116 separate violations. 20 Motor Vehicle Accidents were investigated with 12 injuries out of 50 occupants. This is 3 collisions more than May of 2007 and for the year 2007 compared to 2006 collisions are up 12%. The department will continue to redeploying some of our enforcement activities when available to attempt to reduce the numbers. In the first 6 months of 2007 approximately 27 percent of the drivers in collisions were age 21 or under. That number is not larger than the 36 to 60 age group dynamic in 2007, but is higher percentage wise when compared to 2006. In 2006 only 15% of operators were under 21. That is not an overall condemnation of the driving skills of people 21 and under because increased numbers of young drivers and other factors will all impact the statistic. However it does pose a question that needs further evaluation based on data compiled during this remainder of this year. Regardless of age, all operators of motor vehicles need to buckle up, obey the speed limit, and drive courteously.

38 arrests or applications for criminal complaints were made this month. Three were for domestic violence situations. Five were for Drunk Driving. As opposed to last month, Sunday and Tuesday were the days in which the most arrests occurred, with Wednesday being a close second. The majority of arrests were of people age 34 to 54. Persons age 18-24 came in a close second. There were 5 arrests for persons age 11-17. Overall, there were 13 more arrests than last June. Overall this year arrests are up 13% over last year. 47% of all arrests this

month involved some use of alcohol. The department once again investigated some serious incidents this past month and our overall clearance rate for major crime is above both the New England States and National average for departments our size.

Although not as frequent, relative to road construction, some traffic patterns will once again become a difficult issue and the traffic patterns are apt to change quickly due to the needs of new projects on a daily basis.

The department was able to have its FY08 budget pass with out a reduction in force that would have been devastating to this Department. All dispatchers have been retained for this upcoming fiscal year. In July, plans are underway to train all of the police officers in 911 call taking procedures as a precaution with the sincere hope that reductions in staff will not occur next year. The training of these officers will be done with grant money provided by the Statewide Emergency Telecommunications Board. It had been the intention of the Department to use this grant to train our current dispatchers in "Emergency Medical Dispatching," but that has had to take a back seat to planning during our town's fiscal crisis.

Training: Sgt McCrohan went to a Civil Rights Conference in Providence RI. Officers David Bergeron and Josiah Morrisette, Sergeants Michael Wilson, Peter Emerick and Timothy Burke and I attended training in Domestic Violence with special emphasis on Sexual Assault and stalking. The course was held in Grafton by Dr. Gary Margolis who is a faculty member of the IACP National Leadership Forum on Domestic Violence. It was a class that was paid for by grants obtained by me and included participants from area Blackstone Valley Police Departments, Wayside Youth and Family Services and The Worcester County D.A.s Office. Officer Brian MacDonald was trained to be the infectious disease liaison for the Uxbridge Police Department. Other training sessions will be attended during the upcoming months subject to available funding.

Emergency Management: Sgt. Emerick has continued his hard work on Emergency Management planning and NIMS compliance training. More planning and training is scheduled including work with the school department on emergency response. Upgrades are still underway for the town's radio antennae system which should be completed soon. Funding to complete the program was obtained thru transfers at the June town meeting.

I have received the blessing of you, the Town Manager, as a candidate for an open seat on the Central Mass Regional Homeland Security Council. Appointments to that Council will be made sometime after 7/13 and will take effect in 8/07 upon the retirement of Oxford Police Chief Charles Noyes.

Grants: As stated above, a Grant was used to provide important training in the topic area of Domestic Violence. The class was well received especially by the participants from the District Attorneys Office and hopefully follow up training will be forthcoming.

Animal Control: The Animal Control officer responded to at least 40 complaints in the month of June. Work was done during the month to solidify a memorandum of agreement to regionalize the Animal Control position effective 7/1. We are in need of Per Diem animal control officers to cover weekends and holidays. Anyone interested can contact the Uxbridge Police Department for application forms and a job description. This is a stipend position.

Events: Preparations were made for the upcoming July Fireworks and Fire on the Falls festivities.

TOWN CLERK: Submitted by Joseph Kaplan

Town Meeting of 6/13: The continuation of the Annual Spring Town Meeting (which began 5/8) was held with a Special Town Meeting on 6/13. Draft minutes have been complete and are being finalized.

Special Election of 6/12: A special election was held on 6/12 to consider a ballot question: "Shall the Town of Uxbridge be allowed to assess an additional \$1,412,910 in real estate and property taxes for the purpose of funding the Town and School's operating budget for the fiscal year beginning July first, two thousand and seven?" A total of 2900 voters cast ballots (out of 8924 voters for a 32% turnout). All four precincts were fully

staffed as statutorily required. The poll workers received hands-on training and a training manual specifically revised for the special election.

The overall response to the conduct of this election was highly positive. As I reported last month, large number of voters believe that they should not be listed as “inactive” as they believe they have answered the census. As previously reported, I am going to investigate the census process and procedures to make sure that all who answer the 2008 census and beyond get properly activated. There were no voters who denied their right or turned away from the polls. Inactive voters may be re-activated at the time they go to vote.

Vital Records: In the month of June we have recorded with the Secretary of State: 10 Birth Certificates, 8 Marriage Licenses, and 7 Death Certificates. On the 10th of each month, a state report is required regarding the number of births, marriages, and deaths that have been processed by the Town Clerk’s Office. We issued 27 certified copies of birth, 25 certified copies of marriage, and 38 certified copies of death.

Requests/Certificates/Licenses Issued: 7 Business Certificate Applications processed; 7 couples filed new Marriage Intentions; 24 Dog Licenses; 1 Kennel License; 1 Raffle Permit

Other Items: 3 Street Listing Books Sold (2007); 42 Notarizations Performed

Turnovers: Our office handles the dog licenses as well as processing the funds collected for the licenses, late fees, and fines by the Animal Control Officer. Total amount of funds turned over to the Treasurer’s/Collector’s Office for the month of June was \$1,309.20

Voter Registration: We processed 22 voter registration applications in the month of June. The state voter registration forms are multi-purpose: they may be used to register to vote, change party affiliation of currently-registered voters, or notifying the registrars of a change of name or Uxbridge address. Fourteen people were removed from the voter registration roles. Voters are removed when we receive notice that they moved or have passed away. Voters may also request that their names be removed from the registration roster.

Public Outreach: Uxbridge Community Access Television taped a 15-minute program with me regarding basics about voting, including absentee voting, and the meaning of the “inactive” status. This special program was played many times leading up to the 6/12 Special Town Election. A press release was issued regarding the availability of the 2007 Town Street Listing.

Office Recordkeeping: The Town Clerk’s Office is the archival repository for the Town. Our office is responsible for all 20 day appeals on ZBA decisions, filing Planning Board documents, (i.e. Form A), all Town board and committee minutes, and processing and postings of meetings and agendas for public viewing. Individuals may request copies of meeting minutes, agendas, and postings through our office.

Customer Service: Research, which entails 20 – 25 hours per month; Genealogy; Swearing in of committee members, new police officers, and public officials.

Staff: We wish to thank Ellen Mayo, who worked with out until the end of June. She was instrumental in finishing data entry for the 2007 annual census, and helping us prepare for two elections and two town meetings. The Town of Uxbridge is fortunate that she is now employed by the Treasurer’s Department.

Board of Registrars: The Board of Registrars helped staff the office on the day of the Special Election, 613.

TOWN PLANNER: Submitted by Cheryl Brodeur

Spoke with or met with numerous members of the public concerning questions on planning and zoning issues. Spent time with the following projects before the Planning Board:

Town Meeting Matters: At its 4/11 meeting, the Planning Board held a Public Hearing on a Zoning Article for the Spring Town Meeting Warrant concerning a possible associate member for Planning Board. Article passed Town Meeting on 06/13.

Planning Board Matters: The Planning Board held two meetings:

- 6/13: A short, continuances only meeting, on Town Meeting floor just prior to the continued Town Meeting.
- 6/27: A standard meeting with an executive session on a litigation matter.
- Mill on West River Pond (Waucantuck) Special Permit: The Special Permit decision was signed by the Board members at the 6/13 meeting.
- A&J Realty Holding Special Permit: A&J will be appearing before the ZBA at their 7/18 meeting and the Special Permit discussion on this matter has been continued to the Planning Board's 8/8 meeting.
- CVS Massachusetts LLC Special Permit: The Special Permit is required for the store to be open twenty-four hours. The Public Hearing on this matter was continued from 6/13 to 7/11.
- Down East Definitive Plan Modification: The Board opened the Public Hearing on 6/13 and, owing to litigation between the applicant and the Board of Health, continued the Public Hearing to 7/25.
- Spaulding Way Definitive Subdivision Plan: Proposed one lot subdivision. The applicant asked for their Plan to be withdrawn without prejudice at the Board's 6/27 meeting. The vote was unanimous to grant the applicant's request.
- Wanda Way Definitive Subdivision Plan: Proposed two lot subdivision at the intersection of Paine and Buffum. Although Conservation Agent, Rachel Landry, attended the Board's 6/27 meeting for this discussion, the applicant, owing to one member's absence, elected to continue the Public Hearing to 7/11.

Other Matters:

- Summerfield project: The ZBA voted 3-0-0 to approve the Special Permit with conditions at the Board's 6/6 meeting and the decision has subsequently been filed with the Town Clerk's office.
- Attended permitting software demonstrations with other permitting offices
- Savers Bank: Continued to work with DPW Superintendent, Savers Bank and Town traffic consultants on traffic issues at the intersection of Routes 16 and 122. At the Planning Board's 6/27 meeting, the Board took a vote to hold a joint meeting with the Public Safety Commission on 7/11 to discuss this matter.
- Met in Executive Session to discuss litigation relative to the Aldrich Brook Estates Conservation Design Definitive Subdivision Plan. The Town Manager and the Conservation Agent were in attendance. Another Executive Session will occur at the next Board meeting on 7/11 to further discuss this matter.